

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPT.

PERSONNEL BOARD
SPECIAL MEETING

HRM CONFERENCE ROOM
1401 MARINA WAY SOUTH

APRIL 26, 2006
MINUTES

The Special Meeting was called to order by Chairperson Sidwell at 2:08 p.m. Roll call was as follows:

Present: Joanne Sidwell, Chairperson
Lewis West, Vice Chairperson
Jodi Lines, Board Member
Kisha Grove, Board Member
(vacancy)

In Audience: Leslie T. Knight, Asst. City Manager/Human Resources Mgmt. Dir.
Juan Phelps, Sr. Personnel Analyst, HRM
Anthony Williams, Lieutenant, Police Department
Rob Larson, Human Resources Personnel Officer, HRM
Lisa Stephenson, Labor Relations Manager, HRM
Craig Murray, President, IFPTE, Local 21
Susan Gwinn, Business Representative, IFPTE, Local 21
Stan Fleury, IFPTE, Local 21

1. APPROVAL OF: REVISED CLASSIFICATION SPECIFICATION OF
POLICE REPORT TRANSCRIBER – POLICE DEPARTMENT

Juan Phelps, Sr. Personnel Analyst, HRM, introduced Lieutenant Anthony Williams of the Police Department and provided a brief overview of the proposed item, the revised classification specification of Police Report Transcriber.

He stated when the classification was originally established, it was intended that this position would be somewhat isolated within the context of taking and transcribing police reports. The role of the individual was very limited, and contact with other members of the department and the public was limited. It is now the intention of the Police Chief to revise the classification specification to broaden the duties and responsibilities of the Police Report Transcriber to include greater contact with the public, as well as police

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personnel. Part of this would include the relocation from the Hall of Justice to three of the police substations. Staff has included the amended language to reflect this.

The amendments have been shared with Local 790 by copy of the staff report, and staff recommends approval.

Vice Chairperson West said it appears that staff is trying to develop someone at each substation that can deal with the public as well. Mr. Phelps said the clerical classification within the City has public contact on a regular basis, along with assigned duties. Lt. Williams commented that the transcribers' contact was very limited with the public, as well as police officers. He explained that officers would dictate into a telephone from the station, or out in the field. If transcribers had questions or concerns, they could contact the officer, but it was very limited. They were basically isolated in their office transcribing reports.

Ms. Knight noted that this is part of the Chief's plan in creating three geographic locations in the City. There will be transcribers working 24 hours a day, every day, with three shifts of nine transcribers. In addition, the use of the transcribers will ensure that reports are typed in a way that they will be acceptable to the DA's Office in terms of whether they must prosecute anyone.

Board Member Grove referred to *Class Characteristics* which states that the "class may work at off-site locations," and she asked if it was anticipated that employees would be traveling from various sites. Mr. Phelps said they would not only be working at the Hall of Justice, but also at substations.

Board Member Lines asked for the number of current incumbents for the nine positions, and Ms. Knight stated there are none; all employees were laid off and the lay-off list has expired. The item is not going before the Council until the 2006/07 Budget, and once approved, staff will be reviewing the lay-off list to determine if employees want to be reinstated. Staff will also be conducting a recruitment.

Board Member Lines asked and confirmed that Local 790 had no concerns.

Vice Chairperson Lewis West made motion for approval of the Revised Classification Specification of Police Report Transcriber – Police Department; seconded by Board Member Jodi Lines. Item was approved by the following vote: AYES: Mr. West, Ms. Grove, Ms. Lines, and Ms. Sidwell.

2. APPROVAL OF REVISION OF CLASSIFICATION SPECIFICATIONS:

(A) REDEVELOPMENT DIRECTOR;

(B) HOUSING DIRECTOR;

(C) DEPUTY DIRECTOR, REDEVELOPMENT;

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(D) DEPUTY DIRECTOR, HOUSING – COMMUNITY & ECONOMIC DEVELOPMENT AGENCY

Robert Larson, Human Resources Personnel Officer, provided an overview of the item, stating that it is being presented to the Board to rectify issues relating to Deputy Director classifications. The item had been withdrawn from the February 23, 2006 agenda. He said it was not staff's intent to change the Deputy Directors in Housing and Redevelopment, and before the Board are re-titled classification specifications for the Deputies that Local 21 represented, and they, in fact, were correct.

Ms. Knight extended apologies to the Board and noted that apologies were also extended to Local 21.

Mr. Larson continued, stating the Director titles are exempt and the Deputy Director class specifications were amended to reflect the change in reporting relationships to the Director, rather than directly to the Agency Director. He briefly reviewed the changes outlined in both classification specifications.

Board Member Lines asked about the "progressively responsible administrative" phrase. Mr. Larson replied that it refers to experience someone would demonstrate that they have ascended through the ranks and through various kinds of supervisory and technical experience. Ms. Knight added that such wording is used in other jurisdictions.

Vice Chairperson West said that it appears to him that the City is moving away from any combination of training or experience equivalent to graduation from a 4-year college or university.

Ms. Knight agreed this was correct; it is a conscious move on the part of the City to upgrade credentials of employees. She said the Board will see this at the para-professional level, the professional level, and the administrative analyst series moving forward, but not so much in the crafts kind of series. She said staff is putting together training programs to address what they see as gaps in experience, one being business writing skills, to which the Board briefly discussed.

Susan Gwinn, Business Representative, IFPTE, Local 21, said the City has done what it is supposed to do, and what the union has asked them to do. They had some concerns about the manner in which the job description(s) had been written because they had the feeling that the Deputy Director was being moved out, as well as, the work in the bargaining unit. The distinctions are now made clear.

Craig Murray, President, IFPTE, Local 21, said the union is concerned that the members affected by the changes did not have an opportunity to review and understand this. He stated Mr. Larson forwarded drafts of the positions, and he requested a final copy of what would be recommended by the Personnel Board. However, the final packet was received

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by him yesterday at 3:20 p.m. He spoke with one Deputy Director who had not seen the draft, and he therefore requested the Board continue the matter in order for Local 21 to speak with its members.

Mr. Larson said while not under formal cover, the items before the Personnel Board are the same as forwarded, and he believes there was time to share it with affected individuals. Ms. Knight noted this is something that is not generally called for in the Personnel Rules. She indicated that staff mailed out the materials on Friday and she was not sure why Mr. Murray did not receive them.

Mr. Murray said the action is affecting individuals in the class, and he requested professional courtesy that the materials be sent out in a timely fashion, in order for members to review them.

Chairperson Sidwell questioned if the issue was with the Deputy Directors' positions, or the Director positions. Mr. Murray noted it was more of a procedural issue and timeliness of staff.

Ms. Knight noted that the Deputy Director(s)' reporting requirement is the affected item, and she suggested the Board approve the recommendation, and if there is some concern, the item can be forwarded back to the Personnel Board on the next agenda.

Chairperson Sidwell said she understands the courtesy and procedural issue, but said if this is the reporting structure that exists now, it is hard for her to understand why the union would have objections.

Ms. Gwinn explained that the union has had problems receiving reports on time which made it difficult to respond, although, for the most part, this has been corrected. However, Mr. Murray did not receive it until yesterday.

Ms. Knight agreed to hand-carry Mr. Murray's copy moving forward, and voiced support for approving the recommendation. If there is an issue, the item can return to the Board.

Board Member Lines agreed that some lead time is needed to speak with affected members. Board Members voiced support of the item and stated that, as needed, the item could return to the Board for reconsideration.

Board Member Jodi Lines made motion for approval of Revision of Classification Specifications for Redevelopment Director; Housing Director; Deputy Director, Redevelopment; and Deputy Director, Housing – Community & Economic Development Agency; seconded by Vice Chairperson Lewis West. Item was approved by the following vote: AYES: Mr. West, Ms. Grove, Ms. Lines, and Ms. Sidwell.

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3. PUBLIC COMMENT

Chairperson Sidwell questioned why the police grievance hearing was canceled, and Ms. Knight reported that the union decided not to pursue the grievance, withdrew it, and their complaint.

Ms. Knight cited the need to schedule three upcoming discipline hearings and suggested they be scheduled in May, June and July at 5:00 p.m., prior to the start of the regular meetings.

Chairperson Sidwell questioned Board Members as to their availability. The Board agreed to hold the hearings in May, June and July to start at 5:00 p.m.

The meeting was adjourned at 2:34 p.m.

Respectfully submitted,



Leslie T. Knight
Assistant City Manager/Human Resources Management Director

/lmh-lyc